

**CLASSIFICATION SPECIFICATION FOR: ADMINISTRATIVE ANALYST**

*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

**POSITION SUMMARY**

Under general direction, to provide professional level staff support to the Town Manager and Department Managers. Perform complex administrative assignments and professional analytical work. Support management/supervisory staff with problem resolution, research and data compilation, contract administration, project management and report preparation.

**ESSENTIAL FUNCTIONS STATEMENTS** Essential responsibilities and duties may include, but are not limited to, the following:

1. Provide staff assistance of a generalized nature as well as in areas of specialty such as public works, community development, community services, finance, human resources, public relations, and grants management.
2. Research and provide administrative solutions requiring knowledge of systems and procedures analysis, statistical analysis, records management, and forms control.
3. Conduct analytical, organizational and operational studies, and produce comprehensive reports, written and oral, recommending appropriate courses of action.
4. Prepare written correspondence, agenda reports, documents and presentation material.
5. Provide effective written and oral communications.
6. Use good judgement and tact, have knowledge of local government practices, and a broad understanding of Town policy and procedures and/or area of specialty.
7. Interpret and apply rules, regulations, and policies; monitor and keep abreast with current developments and practices in local government administration.
8. Coordinate various programs and projects, overseeing implementation and administration, which may include budget preparation and tracking, expenditure control, internal training/communications, and customer service.
9. Assist with internal process matters such as requests for proposals, contract administration, grant preparation, and personnel related matters.
10. Assist in the development, implementation, tracking and reporting of department or division goals and objectives.
11. Provide administrative supportive on intergovernmental activities.
12. Perform related duties and responsibilities as required.

## **OTHER RESPONSIBILITIES**

1. Research and prepare vendor contracts.
2. Process and monitor purchase requisitions.
3. Review and process fiscal reports.
4. Coordinate recruitment and temporary staffing requirements with Human Resources.

**REQUIRED EDUCATION, EXPERIENCE AND TRAINING** Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Any combination of experience and training that would provide the required skills, knowledge and abilities would be qualifying.
- Two (2) years professional level administrative or operational support experience.
- A Bachelor's Degree from a college or university in Public Administration, Business Administration, or a related field.

## **DESIRED EDUCATION, EXPERIENCE AND TRAINING**

- A Master's Degree in public administration or a related field.
- Valid California Class C Driver's License.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Principles and practices of local government administration, organization and management.
- Current personal computer and software applications.
- Organizational effectiveness theory and practices, including general, procedural and total quality management concepts.
- Research methodologies and resources, statistical analysis, including Internet and reporting writing.
- Professional public communication skills, including both written and oral presentation.
- Principles and practices of budget preparation, contract administration, grant administration and supervision.
- Theory and practice of financial management including government financing and budgeting.
- Theory and practice of personnel administration and employee relations.
- Applicable local, State and Federal laws and regulations.
- General customer service techniques.

Ability to:

- Evaluate administrative problems and present solutions.
- Prepare and organize data for professional reports and/or presentations using various research resources and modern software applications including word processing, spreadsheet, presentation, and database.
- Conduct data collection, and analysis.
- Compute, interpret and compile statistics.

- Learn, retain and apply Town procedures correctly and consistently.
- Research, interpret, and apply policy and procedure, Town ordinances, administrative rules and regulations, and/or legal compliance requirements.
- Make recommendation on policy and procedures.
- Apply functional reasoning, rational judgement and creativity to resolve problems and accomplish diversified work assignments.
- Communicate effectively orally and in writing, including clear and convincing oral presentations.
- Effectively supervise, train, motivate and evaluate employees.
- Establish and maintain effective working relationships with others and exercise tact and diplomacy. Work effectively as a member of a team.
- Plan, organize and direct programs or projects.
- Adapt to shifting priorities and changing organizational assignments/departments.
- Maintain confidentiality and exercise sound judgement.
- Conduct work in a safe manner in accordance with established policies.
- Meet deadlines.
- Conduct work in a safe manner in accordance with established practices.

### **PHYSICAL DEMANDS**

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area to another; requires sufficient hand/eye coordination to perform repetitive movements, such as typing filing, and the use of commonly used office machines and supplies; may involve extensive VDT exposure. Tasks require visual perception and discrimination as well as oral communication ability.

Employee works primarily indoors, in direct contact with other Town personnel, without close supervision, with a high volume of work and firm deadlines.

### **WORK ENVIRONMENT**

Employees work indoors in a computerized office environment, in direct contact with other Town personnel and the public, with a high volume of work and firm deadlines.

**FLSA:** Non-exempt

### **PROPERTY INTEREST:**

This is an "At-Will" position.

# # #